

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2017-11

The U.S. Embassy Belmopan has an opening for a Human Resources Assistant. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

BASIC FUNCTION OF THE POSITION:

- Has shared responsibility for the recruitment and Merit Based Compensation portfolios.
- Manages post's orientation program for Foreign Service officers, family members and interns.
- Maintains subject matter and official personnel files/records.
- Prepares personnel actions for new employees, promotions, reassignments, suspensions, separations, awards, changes to family coverage for medical insurance, etc.
- Performs other HR administrative duties such as tracking and requesting condition stamps and diplomatic identification cards, processing injuries on the job claims, assisting with the awards program, tracking of annual financial disclosure forms and ethics trainings.
- Responsible for the post's training program.

QUALIFICATIONS REQUIRED:

- Associate degree in business administration/management is required
- Three years of experience in human resources/personnel, administrative, government services, customer service or office clerical work is required.
- Level IV (fluent working knowledge) speaking/reading/writing English is required.
- Good working knowledge of the Word, Outlook, Excel and PowerPoint programs is required.
- Excellent customer service, interpersonal skills and organizational skills are required.

Note: The selected applicant may be hired at a developmental level for this position, until knowledge of internal operating procedures of the section has been attained and required training completed. Estimated time at the developmental level is one-year.

WHO MAY APPLY: Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates must submit the following in order to be considered for the position. 1. Universal Application for Employment (UAE) form (DS-0174); plus 2. Any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov. All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on http://belize.usembassy.gov/job_opportunities.html. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example:

Human Resources Assistant, Vacancy Announcement No. 2017-11. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position descriptions and the required application form (DS-0174) are posted on the Embassy's website at http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, June 2, 2017. Applications will not be accepted after June 2, 2017.

The U.S. Mission in Belize provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.